

RICHARD L. BOWEN + ASSOCIATES INC.

216.491.9300

May 29, 2018

FAX . 491 . 8053

Mayor Robert Weger
City of Willoughby Hills
35405 Chardon Road
Willoughby Hills, Ohio 44094

13000 SHAKER BLVD

CLEVELAND OHIO 44120

RE: Dodd Bank Stabilization-2018 (Design Coordination)
Willoughby Hills, Ohio
RLB+A #7986.34
RLB+A Contact: Pietro A. DiFranco, P.E.

WWW.RLB.A.COM

Dear Mayor Weger:

We are pleased to submit this proposal for your consideration on the above-captioned project. The following is our understanding of the project scope, and estimate of professional fees:

PROJECT DESCRIPTION

A stream bank failure between the Chagrin River and Dodd Rd, located just east of Milan Drive was observed around 4/19/2018. Following an onsite meeting between Mark Grubiss, Tim Miller (LSWMD), and Pietro DiFranco, three (3) proposals were requested from engineering firms with experience and qualifications in bank stabilization. All three (3) firms visited the site and provided proposals. Upon review of the proposals, the one provided by KS Associates was found to be the most complete, responsive, and best, therefore is being recommended for award by the City. Bowen will oversee the work of KS Associates and be the city's representative during the analysis and design process. Design is expected to last 3 months, and costs will be reimbursed from the Lake County Storm Water Management Department.

SCOPE OF SERVICES

- Act as city representative and point of contact for KS Associates.
- Coordinate scope and intent of project with KS Associates.
- Monitor progress and schedule.
- Review investigation findings, feasibility study, and detailed design.
- Coordinate permitting with Army Corp of Engineers.
- Review and recommend progress payments to KS Associates.

ARCHITECTS

ENGINEERS

CONSTRUCTION
MANAGERS

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EXCLUSIONS

- Construction Bidding and Administration

PROFESSIONAL SERVICES FEE

Based on Section 2.2 & 2.3 of the "AGREEMENT Between CITY OF WILLOUGHBY HILLS, OHIO & RICHARD L. BOWEN + ASSOCIATES, INC. For CITY ENGINEERING SERVICES", the Base Professional Services Fee is estimated to be:

1.	Consulting Services		\$ 7,680.00
A	City Engineer or Asst. City Engineer (80 hrs @ \$96/hr, based on 3-months)	\$7,680.00	
2.	Normal reimbursable expenses such as travel, reproduction, printing, & shipping will be invoiced at 1.1 times direct cost		\$220.00
Total Base Fee			\$ 7,900.00

Please note, this is an estimate of anticipated hours. Invoices will be based on actual time spent plus normal reimbursable expenses, not to exceed the limits set above without prior authorization.

Please indicate your acceptance of this proposal by signing below, and providing a city-issued purchase order.

Sincerely,

RICHARD L. BOWEN + ASSOCIATES INC.



Richard L. Bowen, A.I.A., NCARB
President

City of Willoughby Hills Acceptance:

Robert Weger, Mayor

Date

cc: Contract File

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